

Introduction

When you provide evidence of your workplace skills for the Stage 1 Documentary Evidence Assessment, you must also provide Video and Photo evidence.

This Guideline provides instructions about what types of skills to capture in your video/photo evidence and how to record them.

Instructions for video evidence

Task overview	
<p>Mark out, cut, shape and assemble a product or component.</p> <p>As you complete your work, film the following five (5) videos. Note the skills you should demonstrate in each video.</p>	
Video	Skills you should demonstrate in this video
1 - Prepare to work	<ul style="list-style-type: none"> Wearing appropriate PPE Accessing work instructions, drawings or specifications to identify requirements Selecting materials and equipment to be used based on work instructions, drawings or specifications
2 - Mark out material	<ul style="list-style-type: none"> Calculating accurate dimensions based on work instructions, drawings or specifications Applying dimensions to material using workplace tools Using measuring tools to confirm accuracy
3 - Cut and shape material	<ul style="list-style-type: none"> Powering on cutting/shaping equipment and adjusting settings based on job requirements Safely cutting material using workplace tools and machines Forming and shaping material using workplace tools and machines Checking cut material to confirm accuracy
4 - Assemble material	<ul style="list-style-type: none"> Selecting assembly/joining techniques (e.g. welding, riveting, fastening) according to work instructions Assembling equipment and adjusting settings to meet job requirements Carrying out safe assembly of material
5 - Quality inspection	<ul style="list-style-type: none"> Inspecting assembled product against work specifications Performing repairs on any defects Completing workplace documentation

You can create each video by:

- using a digital camera, mobile phone, or other mobile device with a camera
- standing the camera on a stable surface or asking another person to operate the camera/phone.

When you create the videos, **you must:**

- clearly be seen in the video as the person completing the task

- during the video speak clearly describing what you are doing
- limit the time of the video to 5-10 minutes each.
- limit the size of the video and name the video as stated below.

To create the videos we recommend you follow these steps.

Step 1. Preparation

1. Organise the area, equipment and resources required to perform the Task and demonstrate your Skills.

Note: the area must have suitable lighting and be quiet enough to record your voice. Equipment must include any appropriate personal protective equipment (PPE).

2. Identify a time to film the videos without disruption.
3. Practise using the video camera feature of your phone (or your digital camera) before attempting to record your performance.
4. You may wish to trial how long it takes to complete the Task to be sure you can record it in the advised time.

Step 2. Filming

1. If you do not have another person to operate the camera, find a stable surface to device on, such as a table or a tripod. This will help keep your video steady and prevent shakiness.
2. Adjust the camera so it captures the entire work area where you will be performing the task – usually positioning the phone sideways (landscape mode) allows most area to be captured. Remember, you will need to be clearly seen in the video as the person performing the task.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10 – 20 seconds of the task, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, video your performance of the complete task. Try to keep the camera focused on the task as much as possible, but don't worry too much if it moves around a little.
5. While completing the task speak clearly and slowly describing what you're doing.
6. Remember to film your performance of the skills listed for the task.

IMPORTANT: If there are any risks to health and safety, you must stop filming.

Step 3. Save and upload

1. When you have finished filming, view the video to make sure you have captured everything you want. If necessary, you can refilm the task.
2. Save and name the video files:
 - File size for each video must not exceed 2 GB
 - Accepted video file formats include:
 - MP4 (.mp4)
 - M4V (.m4v)
 - OGV (.ogv)
 - WEBM (.webm)
 - Video files must be named using the following format: 'Surname_First Name_Video_number'. For example: 'Smith_Peter_Video_1'
3. Upload your videos via the VETASSESS online portal when submitting your application.

Instructions for photo evidence

In addition to submitting videos, you must submit at least twenty (20) photos demonstrating your skills. Submit at least one (1) photo of you performing each of the following activities.

Tools and equipment
1. Checking a workplace machine or tool is safe to use
2. Using a measurement tool (e.g. rule, protractor, vernier)
3. Using a hand tool (e.g. hammer, screwdriver, wrench)
4. Using a power tool (e.g. handheld drill, angle grinder, saw)
5. Using a mechanical cutting machine (e.g. guillotine, cropper, band saw)
6. Using a thermal cutting tool (e.g. oxy fuel torch)
Assembly
7. Wearing appropriate Personal Protective Equipment for welding
8. Assembling welding equipment
9. Securing work using jigs, fixtures or clamps
10. Performing four (4) different assembly techniques (i.e. submit 4 photos). These may include four (4) of the following: <ul style="list-style-type: none">- Performing manual metal arc welding (MMAW)- Performing gas metal arc welding (GMAW / MIG)- Performing gas tungsten arc welding (GTAW / TIG)- Performing flux core arc welding (FCAW)- Performing spot welding- Performing bolting- Performing riveting
11. Cleaning a joint or weld
Dismantling and assembling components
12. Dismantling a component
13. Inspecting dismantled component for faults
14. Reassembling a component
15. Checking reassembled component against specifications/drawings
16. Applying lubrication and sealing materials
17. Installing component in assembly

The photos you submit must:

- clearly show it is you doing the work, not somebody else
- include a description of what you are doing and why (you can add a description for each photo when you upload it)
- show that you are performing tasks safely

When you save and name each photo file:

- File size for each photo must not exceed 5 MB
- Photo file formats accepted include:
 - PDF (.pdf)
 - PNG (.png)

- JPEG (.jpg or .jpeg)
 - TIFF (.tiff)
- Photo files must be named 'Surname_First Name_Photo_number'. For example:
'Smith_Peter_Photo_1'

Upload your photos via the VETASSESS online portal when submitting your application.